

SANDY SPRINGS 2017 RENEWAL APPLICATION FOR BUSINESS OCCUPATIONAL TAX CERTIFICATE WORKSHEET

ACCOUNT NO: _____

FEE CLASS: _____

RATE: _____ (SEE ENCLOSED RATE SHEET)

(\$400.00) PER PROFESSIONAL PRACTITIONERS AND (\$150.00) INSURANCE COMPANIES DO NOT NEED TO COMPLETE THE CALCULATION WORKSHEET.

PLEASE SIGN THE BOTTOM AND RETURN TO THE CITY OF SANDY SPRINGS REVENUE DEPARTMENT ALONG WITH PAYMENT.

**** LINES D, E, H, I, K, M, OR GRAND TOTAL MAY BE POSITIVE(+) OR NEGATIVE NUMBERS(-) ****

INCOMPLETE FORMS CANNOT BE PROCESSED - COMPLETE BOTH SIDES OF FORM IN ITS ENTIRETY

PREVIOUS YEAR CALCULATIONS:	2016	CURRENT YEAR ESTIMATES	2017
A. Actual Gross Receipts for Previous Year		1. Estimated Gross Receipts for Current Year	
a. Sales, Use or Excise Taxes		a. Sales, Use or Excise Taxes	
b. Inter-organizational Sales		b. Inter-organizational Sales	
c. Payments to Sub-Contractors		c. Payments to Sub-Contractors	
d. Out of State Sales		d. Out of State Sales	
e. Sales Returns and Allowances		e. Sales Returns and Allowances	
f. Total Deductions (add a through e)		f. Total Deductions (add a through e)	
B. Subtract Deductions from Actual Gross Receipts (A-F) cannot be less than \$20,000.00		2. Subtract Deductions from Estimated Gross Receipts cannot be less than \$20,000.00	
C. Estimated Gross Receipts From Previous Year		3. Standard Deduction	\$20,000.00
D. Gross Receipts Adjustment = B – C (+ or -)		4. Subtract Line 2 minus Line 3 (0 only if amount is negative)	
E. Tax Adjustment = Line D x rate		5. Multiply Line 4 by Rate	
F. Actual Employee Count for Previous Year		6. No. of Employees _____ x \$13.00	
G. Estimated Employee Count From Previous Year		7. Flat Fee \$50.00	\$50.00
H. Employee Adjustment Base = Line F-G (+ or -)		8. Administrative Fee \$75.00	\$75.00
I. Employee Adjustment = Line H x \$13.00 (+ or -)		9. Subtotal – (Add Lines 5 through 8)	
J. Business Tax Adjustment Fee for Previous Year = Line E + I			
I hereby certify, under penalty of perjury, that statements made Herein knowledge true and correct <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 10px;"></div> <i>Print Name & Title of Individual Authorized to Complete Return</i> <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 10px;"></div> <i>Phone Number of Individual Completing Return</i> <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 10px;"></div> <i>Signature</i>		K. TOTAL (Line J + LINE 9)	
		L. 8% OF LINE K	
		M. SUBTOTAL (LINE K MINUS LINE L)	
		N. Late Penalty Fee (10% of Line M) After March 31st	
		O. Late Interest Fee (1.5% per month of Line M) After March 31st	
		P. Physical business location \$50.00 transfer fee (if applicable)	
		GRAND TOTAL DUE:	

**2017 Renewal Application for
Business Occupational Tax Certificate**

** Failure to submit application and fees by **March 31st** of each year will result in penalties and interest**

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ACCOUNT NO: _____	NAICS CODE: _____	FEE CLASS: _____
Business Mailing Name and Address	Business Name and Address	

Corporate/Owner Name and Address: _____

E-mail: _____

Phone Number: _____ Federal Tax ID: _____ Sales Tax ID: _____

PLEASE SELECT THE APPROPRIATE RESPONSE

Is the business engaged in International Business? () YES () NO

Has the **physical business location** changed? () YES () NO

If **yes**, new address here, (**\$50.00 transfer fee include before GRAND TOTAL DUE on worksheet**)

Has the *mailing address* changed? () YES () NO

If **yes**, write new address here: _____

Has the ownership changed? () YES () NO

If **yes**, ****NEW APPLICATION** PROCESS MUST BE COMPLETED IN OUR OFFICE** (PROOF OF OWNERSHIP NEEDED)

Give a brief description of the primary business activity: _____

NOTICE: If your business is discontinued or no longer in the CITY OF SANDY SPRINGS, enter the DISCONTINUED DATE, SIGN and RETURN THIS FORM to properly close the account.

Discontinued Date _____ Name _____ Signature _____

Renewal Instructions:

PLEASE REVIEW CHANGES MADE TO THE TOTAL DUE PORTION OF THE CALCULATION WORKSHEET

If you process your Renewal on-line, the signature page will need to be received via fax or email at Revenue@sandyspringsga.gov prior to release of the "2017 Occupation Tax Certificate"

If the **Actual (Line B) AND Estimated gross receipts (Line C) are \$20,000 or less**, omit Line D & E (please do not make any adjustments).

Return the **Completed Renewal Application, check, or money order** for the total amount - due by or post marked by **March 31, 2017** to City of Sandy Springs Finance Department. Failure to receive or post mark by **March 31, 2017** will incur a one-time penalty fee in the amount of ten percent (10 %) and interest at a rate of 1.5 percent (1.5%) per month.

Payments can be made in person with cash, check or any major credit cards (debit/credit cards includes 5% surcharge),

Checks or money orders should be payable to:

City of Sandy Springs

Please Note: The City of Sandy Springs accepts online payments via credit/debit card and eChecks (surcharges will be added to process electronically.) **Please visit: www.sandyspringsga.gov for information and to make an online payment.**

Questions can be referred to the City of Sandy Springs Revenue Division at:

7840 Roswell Road-Building 500, Sandy Springs, GA 30350

Telephone 770-730-5600 –IVR 770-206-2075 (OPTION #2 or #4) - Fax 770-206-2576 www.sandyspringsga.gov